

PROMOTIONAL EXAM BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

STAFF FINANCE BUDGET ANALYST

FINAL FILING DATE: **SEPTEMBER 10, 2015**

WHO MAY APPLY

This is a PROMOTIONAL EXAMINATION for the Department of Finance (Finance). Applicants must be currently employed with Finance or have eligibility to compete in Finance promotional examinations and have a permanent civil service appointment without a permanent break in service as of the final filing date. Under certain circumstances, other employees and United States Military veterans may be allowed to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements.

POSITION DESCRIPTION

This is the working specialist or full journey level in the series. Incumbents, under general direction, identify and resolve complex budgetary problems, independently perform the more sensitive and/or complex analytical and consultative duties, may assist with staff development, and may function as lead persons or project leader over lower level staff.

MONTHLY SALARY RANGE

\$5,575 – 6,928

HOW AND WHEN TO APPLY

Applications must be submitted and/or postmarked by **September 10, 2015**, the final filing date. Applications filed in person or received after 5:00 p.m. on the final filing date will NOT be accepted for any reason.

The use of interoffice mail and faxed applications are prohibited. All examination applications must be submitted directly to:

Department of Finance
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

Examination Applications (Std. 678) are available at the California Department of Human Resources Job Center, and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

**DO NOT SUBMIT APPLICATIONS TO THE
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

HOW AND WHEN TO APPLY (Continued)

Note: All applications MUST include a current valid e-mail address as examination notices will be sent via e-mail.

If you are a U.S. Military veteran, attach a legible copy of veteran's discharge (DD Form 214) or other official discharge documents showing your enlistment and discharge dates, branch of service, and character of service (i.e., type of discharge).

SPECIAL EXAMINATION ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box for Question 2 on the application. You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "OR II," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Note: Applications/resumes must contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range if applicable. Applications/resumes received without this information may be rejected.

IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE TO SUBSTANTIATE MINIMUM QUALIFICATIONS. THIS INFORMATION IS CRITICAL IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Finance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

MINIMUM QUALIFICATIONS

Applicants who are within six months of satisfying the experience or education requirements will be admitted to the examination, but they must fully meet the experience or education requirements before being eligible for appointment.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements.

Either I

One year of experience in the California state service performing duties of a Finance Budget Analyst, Range B.

Or II

Two years of experience involving justification and analyzing or controlling and administering budgets or budgetary programs, or analysis and forecasting of revenues **and**

Possession of a master's degree in any field.

Or III

Four years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program, or analysis and forecasting of revenues. (Experience in the California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of an Associate Finance Budget Analyst.) (One year of graduate work in any field may be substituted for one year of the required experience.) **and**

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to act independently; open-mindedness; flexibility; tact; and ability to act effectively under pressure.

EXAMINATION INFORMATION

This examination will consist of the following: 1) **Work Sample Exercise**; 2) **Role Play Exercise**; and 3) **Structured Interview**. During the exercise, role play, and interview, competitors should be prepared to answer questions relating to areas shown under the "Examination Scope."

Candidate's final score will be weighted based on the Work Sample Exercise 30%, Role Play 20%, and the Structured Interview 50%. The entire examination is weighted 100%. In order to obtain a position on the eligible list candidates must achieve a minimum score of 70%.

CANDIDATES WHO DO NOT COMPLETE THE WORK SAMPLE EXERCISE, APPEAR FOR THE ROLE PLAY EXERCISE, AND INTERVIEW WILL BE DISQUALIFIED. It is anticipated that the Work Sample exercise, the Role Play exercise with mandatory interviews will be held in **October 2015**.

A. Knowledge of:

1. Analytical procedures and methods for a variety of budgetary and fiscal related issues.
2. Research techniques to prepare, enact, maintain, and change the State Budget.
3. Principles of organization and time management.
4. Basic mathematical and statistical principles and procedures to calculate and summarize numerical data.
5. Effective writing techniques and departmental writing style guidelines.
6. Laws relating to financial administration of state government.
7. Awareness and understanding of the role of state government and public finance.
8. Awareness of the mission of the Department of Finance, and its key roles and responsibilities.
9. Forecasting techniques to develop, monitor, and modify revenue and/or cash flow projections to improve future estimates.
10. Statistical methods, principles, and procedures in preparation of forecasts, cash flow projections, and track actual collection and disbursements.
11. Principles and practices of governmental budgeting and accounting.
12. Economic and cost/benefit analysis to assist in the development and preparation related to the State Budget.
13. Legislative and budgetary process, basic statutory controls on budgets, including the control sections, key statutes, and provisions of the Budget Act.
14. Principles of organization and management.
15. Purposes, functions, and fiscal organizations of state agencies to propose new and innovative ideas to utilize the state's resources more efficiently.
16. Consistently exercise initiative, independence, and leadership capabilities to ensure the timely and accurate completion of work products.
17. Team building techniques to assist in mentoring and training new staff on program assignment area.
18. Programmatic and historical knowledge related to assignment area to consistently demonstrate a comprehensive knowledge of administrative position, protocol, and rational of main parties (ADMIN/LAO member, legislative staff), answer technical questions, and attempt to negotiate appropriate issues.
19. Principles of effective negotiation to defend sensitive and complex issues related to the Governor's Budget through testimony in legislative hearings.
20. Propose new and innovative ideas to utilize the state's resources more efficiently.
21. Principles of leadership and training techniques to serve in a lead capacity, assist in staff development.
22. Political climate and views surrounding issues in areas of responsibility to provide policy, fiscal, and budgetary information to enable management to make informed decisions.
23. Consistently exercise an advanced degree of initiative, independence, and leadership to ensure the timely and accurate completion of work products.

EXAMINATION SCOPE

(Continued)

B. Ability to:

1. Gather, analyze, comprehend, and interpret data, policies, procedures, laws, regulations, and guidelines.
2. Reason logically and creatively to effectively complete difficult assignments on short notice.
3. Take initiative to assume progressively greater responsibilities.
4. Communicate effectively, both oral and written, with staff at all levels as well as departmental staff.
5. Exercise good judgment, communicate tactfully, act diplomatically, and maintain confidentiality.
6. Effectively utilize word-processing and spreadsheet tools to prepare work products.
7. Maintain flexibility with changing assignments and priorities.
8. Effectively manage time and multiple priorities.
9. Gain and maintain cooperative relationships with all those contacted through the course of work.
10. Work both in a team environment and individually.
11. Identify and alert management of potential problems/issues quickly.
12. Be flexible and work overtime hours upon short notice.
13. Develop and evaluate alternatives, make decisions, and recommend effective courses of action.
14. Identify risks and deficiencies in specific technical and programmatic areas, and determine cost-effective solutions.
15. Coordinate with other staff within the department and staff from other departments.
16. Exercise initiative and independence to ensure timely completion of work products.
17. Draw valid conclusions and make appropriate recommendations.
18. Utilize relevant information sources from historical references, Budget Analyst Guidelines (BAG), Budget and Finance Letters, Past Budget Summaries (A-Pages), Budget Act, etc.
19. Identify information sources to utilize the state's resources more efficiently.
20. Independently apply technical knowledge effectively.
21. Effectively review and edit written work products.
22. Support and enforce established office policies and procedures, ethical behavior, and Finance's core values.
23. Prepare forecasts to project future estimates.
24. Provide technical guidance for program assignment area to lower-level staff.
25. Anticipate assignments from management.
26. Conclude as to the adequacy, completeness, and accuracy of all work products.
27. Exercise an advanced degree of independence and apply technical knowledge effectively and consistently.
28. Verbally defend a position before legislative committees.
29. Analyze and research the most complex problems.
30. Demonstrate leadership and inspire confidence of management.
31. Serve as lead analyst in the assignment area during the Principal Program Budget Analyst's absence.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

The California Department of Finance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

It Is the Candidate's Responsibility: To contact the Human Resources Office at (916) 323-4071, TDD Voice Phone (1-800-735-2922) three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Human Resources Office at (916) 323-4071, or TDD 324-6547 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources (CalHR) State Job Center, local offices of the Employment Development Department and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

Equal Opportunity: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older list will be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

State Drug Policy: It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

Privacy Policy: Pursuant to Government Code §11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. Finance's Privacy Policy is posted on the Department's website at www.dof.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service For The Deaf or Hearing-Impaired
From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922